



Vermont Farm to School Implementation Grant

2017 Request for Proposals

Deadline: October 28, 2016 at 12:00pm

Wednesday, **October 12th from 3:00-4:30pm**, the Vermont Agency of Agriculture, Food & Markets will host a webinar for all potential Vermont Farm to School Grant Program applicants. The webinar will cover all of the basics of the Request for Proposals. There will be time to ask questions, during this interactive webinar. If you are interested in joining in on the webinar, register here:

<https://attendee.gotowebinar.com/register/5795699890154428929>.

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

CONTACT

Ali Zipparo
Senior Agriculture Market Development Specialist
Vermont Agency of Agriculture, Food & Markets
116 State Street; Montpelier, VT 05620-2901
alexandra.zipparo@vermont.gov
(802) 505-1822

KEY DATES FOR APPLICANTS

September 30, 2016	Request for Proposals (RFP) Released
October 12, 2016	Webinar for applicants: 3:00-4:30 PM. Register at: https://attendee.gotowebinar.com/register/5795699890154428929
October 28, 2016	Applications due online at 12:00pm through WebGrants: https://agriculturegrants.vermont.gov
December 2016	Applicants notified of funding decisions

BACKGROUND: VERMONT FARM TO SCHOOL GRANT PROGRAM

Since 2007 the Vermont Farm to School Grant Program has been awarding Vermont schools with funds to integrate local foods and food, farm and nutrition education in school cafeterias, classrooms and communities. To date, the program has impacted over 30,000 students and served 100 schools.

The goals of the grant program are for schools and school districts to develop sustainable programs that serve food to Vermont students that is as fresh and nutritious as possible; maximize the use of fresh, locally grown, produced and processed foods; educate students about healthy eating habits through nutrition education, including hands-on techniques to make the connections between farming and the foods that students consume; increase the size and stability of farmers' institutional sales market; and increase school meal program participation by increasing the selection of foods available to students.

These goals are best achieved when incorporating the three C's of Farm to School: connections between Cafeteria, Classroom and Community. These three components should be included in each application, for example:

- **Classroom** – creating standards-based farm, food system and nutrition curriculum and professional development for teachers;
- **Cafeteria** – using local and seasonal produce, taste tests and professional development for school food personnel;

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

- **Community** – developing community events, school community gardens, engaging farmers, businesses and other community partners.

Together the three C's support healthy children, healthy agriculture, and healthy communities. Applicants should demonstrate a working relationship between the 3 C's, and be able to demonstrate clear partnerships within the school community.

FARM TO SCHOOL IMPLEMENTATION GRANT

The goal of the Implementation Grant is to create a robust, resilient and self-sustaining Farm to School programs. The Vermont Farm to School Implementation Grant should serve to assist Vermont schools in implementing existing Farm to School initiatives.

Schools who show a strong degree of readiness for applying for an Implementation Grant will:

- Have an operating and sustainable Wellness or Farm to School Committee with prior experience in community development or Farm to School;
- Demonstrate advanced experience in Farm to School;
- Be implementing a Farm to School action plan;
- Be ready to use funding to make a significant impact on the school community;
- Demonstrate a diverse relationship with the whole school community, including teachers, administrators, parents and children;
- Currently purchase or have solid plans to purchase local food products and serve them through the school meal program.

LOCAL FOOD PROCUREMENT

In addition to the goal of creating robust Farm to School programs, the Vermont Agency of Agriculture, Food & Markets is committed to both the Farm to Plate goal of reaching 10% of all food purchases being local (meeting the Vermont definition of local of originating from within Vermont or within 30 miles) by 2020 and the Vermont Farm to School Network goal:

By 2025, 75% of Vermont schools will lead the cultural shift to a values-based food system that engages 75% of our students in integrated food system education, community-based learning, nourishing universal meals and the experience of self-efficacy and purchases at least 50% from a socially just and environmentally and financially sustainable regional food system.

Willingness to purchase Vermont food and farm products and serve them through the school meal program is an essential component of the Farm to School Grant Program. Implementation Grant applications should reflect this with strategies for increasing local food procurement.

ELIGIBILITY

Any Vermont school, school district, or consortium of Vermont schools that meets the following requirements may apply for this competitive grant:

- Has an existing Farm to School Committee or a Wellness Committee with prior experience in Farm to School;

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

- Has received a Farm to School Planning & Pilot Grant within the past three years **OR** has attended the Farm to School Institute at Shelburne Farms in the past two years.

Priority consideration will be given to schools and school districts that are in the more mature stages of developing Farm to School connections and education and that are making progress toward the implementation of the [Vermont School Wellness Policy Guidelines](#), which were established by the Agency of Education, the Department of Health and the Agency of Agriculture, Food & Markets.

FUNDING

More than \$55,000 is available to support both Farm to School Planning & Pilot and Implementation Grants in addition to technical assistance from funds allocated by the Vermont State Legislature. **The maximum amount of an Implementation Grant award will be \$10,000.** These are competitive grants. Applicants will be notified of awards in December 2016.

Schools or school districts receiving a grant are required to submit an invoice and signed grant agreement to the Vermont Agency of Agriculture, Food & Markets before funds can be disbursed.

PROJECT TIMELINE

Schools should expect to complete their activities within 18 months of receiving their grant.

- **October 12, 2016:** Informational webinar for prospective applicants at 3:00-4:30pm
- **October 28, 2016:** Applications due by 12:00pm on WebGrants
- **December 2016:** Applicants notified of awards
- **December 2016:** Informational webinar for grant recipients
- **January 2017:** Grantees submit invoices and signed grant agreements
- **February 8, 2017:** School Teams attend Farm to School Awareness Day at the Statehouse for official grant award ceremony
- **June 30, 2017:** Interim grant reports due
- **June 30, 2018:** Project completion date
- **July 30, 2018:** Final grant reports due

COMPLETING THE APPLICATION

New for 2016, all Farm to School Grant applications must be submitted through the Vermont Agency of Agriculture, Food & Markets' new online grants management system, WebGrants, at <https://agriculturegrants.vermont.gov>. Find additional guidance for working with WebGrants in Appendix A.

Below you will find all of the required application components that you will need to submit online.

Applications must be completed in WebGrants by noon on October 28, 2016. Project proposals will be reviewed by an advisory panel, which will include representatives from the Vermont Agency of Agriculture, Food, & Markets, Vermont FEED, Vermont Farm to School Network, and other stakeholders.

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

It is highly recommended that before developing an application for the Vermont Farm to School Grant Program schools consult the [Vermont School Wellness Policy Guidelines](#), which were established by the Agency of Education, the Department of Health and the Agency of Agriculture, Food & Markets.

Applicant Information

- Primary contact information—this will be the primary point of contact for all application and grant related communications
 - Contact name and title
 - Mailing address
 - Telephone and E-mail
- Name of school(s) applying
- Name of Supervisory Union
- County
- Grades served (for each school)
- Number of students (for each school)

Fiscal Agent Information

This information is required if an organization OTHER THAN THE APPLICANT will be the recipient of grant funds. Supervisory Unions are always the fiscal agent for schools.

- Fiscal Agent & Federal ID #
- Contact name and title
- Mailing address
- Telephone
- **NOTE:** When a Fiscal Agent is utilized, the grant agreement (contract) is WITH THE FISCAL AGENT, not the applicant organization or business. The fiscal agent bears full responsibility for the grant and for all grant requirements. W9 and Certificates of Insurance are also with the fiscal agent organization.

Grant Contributors

- All individuals who contributed to writing the grant application, including their title(s) and organizational association(s)

Committee Members

- A list of all potential or existing members of your Farm to School or Wellness Committee, including their title, e-mail, and phone number.
- You must obtain signatures from all committee members.
- A successful Farm to School program takes collaboration of multiple partners across various disciplines. Below is a list of suggested committee members:

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

- | | | |
|----------------------------------|-----------------------------|---------------------------------------------------------------------|
| • School administrators | • School board members | • Community health agency (e.g. American Cancer Society) |
| • Food Service manager/directors | • Health educators | • Other community representatives |
| • Physical educators | • Parents | • Farmers and local producers |
| • Students | • Teachers | • Local chefs or food store managers |
| • Farm to School Coordinators | • Health Services | • Local non-profits (e.g. land conservation or agricultural groups) |
| | • Food Rescue Organizations | |

Letters of Support

A letter of support from each of the following (submitted online through WebGrants):

- Principal (from each school);
- Food service director (from each school);
- Another supporting Farm to School stakeholder (from each school);
- *For a group of schools only:* superintendent.

Baseline Data Collection

We ask that you provide your best estimate for the following measures from the 2015-2016 school year. *If applying as a district or a consortium of schools, please provide this information for each school.* This information will also be requested in interim and final reports for grantees. Our intention for collecting this information at the application stage is to establish baseline metrics for the grant program's impact. Starred (*) items are required.

- Number of students involved in Farm to School activities
- Number of farms your school has a relationship with
- Number of farms you buy or receive local product from
- Total dollar amount spent on purchasing food annually, by school meal program*
- Total dollar amount spent on purchasing LOCAL food annually, by school meal program
- Total dollar amount spent on PURCHASING food from school garden
- Pounds of local food DONATED and used in school meals
- Pounds of food DONATED from school garden
- Pounds of surplus food captured and donated to local food rescue organizations
- Pounds of food scraps collected and diverted from the landfill
- % of students that qualify for free and reduced price lunch*
- % of students participating in School Breakfast Program*
- % of students participating in National School Lunch Program*
- List all sources of local food purchased by school meal program

Narrative Questions

1. *Project Summary (up to 2000 characters—approx. 300 words): 5 pts*

Provide an overview of your proposal. This is a broad and general statement of what you want to accomplish; it summarizes the application. Include your overall project goal(s) (e.g. "The goal of this project is to develop new local foods recipes, extend our local food use into winter, and set up direct relationships with 3 local farmers.") and anticipated outcomes. Describe benefits of this project to your entire school community. The summary should explain how the project will help accomplish your Farm to School program goals.

2. *Need and Readiness (up to 1000 characters—approx. 150 words—each bullet): 20 pts*

- Describe your school community (e.g. number of staff, brief profiles of both your school and the larger community, community partners and resources, etc.).
- Describe the history and state of your current Farm to School program, including a description of your Farm to School action plan and any impacts your program has made on the school and community.
- Describe how you are using Farm to School to implement your School Wellness Policy.
- Describe how these grant funds will help you build a robust, resilient, and self-sustaining Farm to School program.

3. *Objectives, Activities and Timelines: 30 points*

In this section outline what you want to accomplish utilizing the grant funds, how you will do so and by when. Specifically, address how you will procure more local food, engage the school meal program and food service staff, and market your program to all stakeholders (i.e. students, staff, parents, and community members).

- Objectives should be clear, descriptive statements of what you want to accomplish. They should align with the project goal(s) and should be both attainable and measureable.
- Activities should be tasks necessary to accomplish an objective. Be sure to identify who will be responsible for each task. You will be asked to classify which of the 3 C's (cafeteria, classroom, community) each activity falls into.
- The timeline should include anticipated dates of completion for activities.

The completion deadline for this grant is 18 months. This is a short timeframe with a start date of January 1, 2017 an end date of June 30, 2018, so be sure to choose attainable objectives based on the readiness of your school and community. Reviewers are looking for how activities build on each other and work toward a greater change beyond just a onetime event or activity.

Below is a list of some critical components of Farm to School. Use these as a guide to design your program, but you need not be limited to these suggestions.

Cafeteria

- Professional development for food service staff to build culinary skills and increase knowledge of procurement, processing and serving of local farm products
- Purchase of some equipment to increase the ability of food service to serve local food and capture food scraps for donation or recycling

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

- Increase purchasing of local farm product in the school meals program to pilot recipes and new foods
- Taste testing with students and staff to determine recipes or items that should appear on the school meals menu
- Outreach and marketing to students and parents to demonstrate local foods that are being served
- Creation of clear goals to tie local food purchasing to both cafeteria menus and classroom activities, including nutrition and food system education
- Use Farm to School related marketing to decrease food waste

Classroom

- Hands on farm and food system education including school gardens, cooking, and collection of food scraps for composting
- Educational visits to farms, educational visits from farmers
- Farm and food system education integrated into existing curriculum
- Professional development for educators to integrate food and farm education into existing curriculum
- Student projects related to food, farms and nutrition topics.

Community

- Organize volunteers from the community to advance the program
- Host harvest festivals, community meals or Farm to School open house
- Communicate Farm to School activities through school newsletter, community websites or local media
- Presentations about your Farm to School program for local organizations such as school boards, community development boards or other organizations that could strengthen community support for the program
- Develop a program, in partnership with local food rescue organizations, to donate surplus foods from the school cafeteria/garden
- Make school a site for Summer Meals and/or Senior Meals
- Connect community members to school garden

4. Collaboration & Coordination (up to 1000 characters—approx. 150 words—each bullet): 15pts

Farm to School initiatives have greater impact when implemented in a collaborative fashion.

- Identify your agricultural and/or local food connections and community partners, and how they integrate into your Farm to School program. Describe how these partners will work together; they should not be working in isolation, but as part of a greater, collaborative effort.
- The most successful projects coordinate and link efforts in the classroom, cafeteria and the community. Describe how your project will integrate these three components. Specifically, for the classroom component, include a description of how your project will align with the Proficiency-Based Graduation Requirements and can provide students with transferable skills.

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

- Describe how your project aligns with the [Vermont School Wellness Policy Guidelines](#) developed by the Agency of Agriculture, Food & Markets, the Agency of Education, and the Department of Health.

5. Program Sustainability (up to 1000 characters—approx. 150 words—each bullet): 10 pts

Two major goals of the Vermont Farm to School Implementation Grant Program are to ensure Farm to School programming sustains long after the grant funds are spent and to create a lasting culture of change.

- Describe how your school(s) will use the 18-months of grant funding to permanently increase your capacity for using local foods and integrate local foods into school activities. Include plans for funding, maintaining farmer relationships, building community and staff support, and ensuring the program remains strong even if the individuals leading it change over time.
- Describe possible challenges that may arise and how your program can maintain a robust presence. Make sure you connect the sustainability of your program to the project's activities, collaborations, and budget justification.

6. Proposed Project Budget: 10 points

Provide an itemized budget. Costs should be reasonable and directly related to the project objectives and activities. Stipends and mileage for farmers and/or food service personnel to attend workshops or meetings and substitutes for food service personnel and teachers may be included in the budget. Keep in mind this is one-time funding, so be strategic about investments in people and consumables. You must demonstrate sustainability beyond the grant time period.

Although matching funds are not required for this grant program, demonstration of cash or in-kind time provides reviewers with a better understanding of how schools are supporting Farm to School efforts. Therefore, please include any and all other sources of funding for this project.

*****Total funding request of the grant shall not exceed \$10,000*****

The following is guidance for permissible expenses:

- Spending on a coordinator's time should not exceed 25% of the overall award;
- Building or expanding a school garden and/or purchasing a greenhouse should not exceed 25% of overall award;
- Purchases of necessary kitchen equipment should not exceed 50% of overall award;
- Purchases of local food should not exceed 25% of overall award.

Funds may NOT be used for the following expenses:

- The purchase of foods that are not local products ("local," "locally grown," and any substantially similar term shall mean that the goods being advertised originated within Vermont or 30 miles);
- School meal program services that are not accessible to students of all income levels;
- Registration in Jr. Iron Chef or other competitions;
- Teacher salaries.

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

7. Budget Justification (up to 3000 characters—approx. 400 words): 10 points

In addition to itemizing expected expenditures, please provide a budget narrative to justify expected costs. All expenses described in this narrative must be associated with expenses that will be covered by the grant.

- Explain how your budget addresses the three components of Farm to School—cafeteria, classroom and community
- This section should include considerations like: the ratio of spending directly on food to investing in other areas of the program; paying an outside coordinator vs. using internal staff; ensuring that all students have equal access to the local foods.
- If one area of your budget is significantly higher than other areas (for example, major equipment purchases) please explain why.
- The budget justification should reflect your plan to sustain your Farm to School program after the grant period. For example, if money is spent on an outside coordinator this year, how will the project continue without the funded coordinator or how will the school find funding for ongoing coordination?

ADDITIONAL RESOURCES

In addition to this document, there are organizations around the state that may be valuable resources in your implementation of Farm to School programing. Below is a list of organizations and the regions they support.

- [Center for Agricultural Economy](#) (greater Hardwick area)
- [Food Connects](#) (Southern Vermont)
- [Green Mountain Farm to School](#) (Northeast Kingdom)
- [Healthy Roots](#) (Franklin and Grand Isle Counties Vermont)
- [Hunger Free Vermont](#) (statewide)
- [Marble Valley Grows](#) (Rutland County)
- [Rutland Area Farm and Food Link](#) (greater Rutland area)
- [Upper Valley Farm to School](#) (Upper Valley region)
- [Vermont Community Garden Network](#) (statewide)
- [Vermont FEED](#) (statewide)

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

APPENDIX A: WEBGRANTS GUIDE

Instructions for Farm to School Grant Program Applicants

1. Go to agriculturegrants.vermont.gov. From this page—

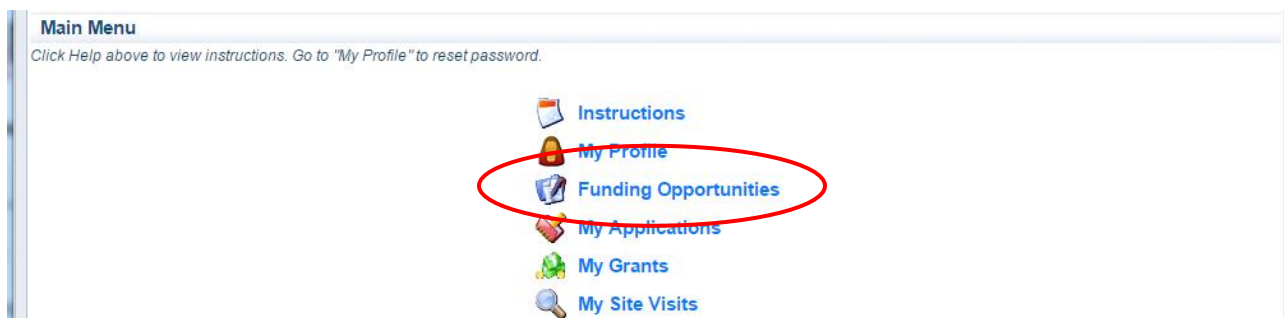
- Enter your User ID
- Enter your Password
- Click **Log In**

If you do not have a User ID, click **Register Here**



The screenshot shows the login interface for the Vermont Agency of Agriculture, Food and Markets. On the left, under the heading "Log In", there are input fields for "User ID:" and "Password:", a "Log In" button, and links for "Forgot User Id?" and "Forgot Password?". On the right, there is a logo featuring a green mountain peak with a stylized figure, followed by the word "VERMONT" in large, bold, black letters. Below the logo, it says "New to WebGrants - Vermont Agency of Agriculture, Food and Markets?" and includes a "Register Here" link. At the bottom of the page, under the heading "Announcements", there is a reminder to "turn off and disable" script, javascript, and ad blockers, as well as pop-up blockers.

2. From the Main Menu, click **Funding Opportunities**



3. From the Funding Opportunities page, select the appropriate **FY17 Farm to School Grant** (either Planning & Pilot, Implementation or Universal Meals).

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

4. Click **Start a New Application**.

The screenshot shows the Vermont WebGrants interface. At the top is the Vermont logo and navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Funding Opportunities' section. It contains a 'Current Applications' table with columns for ID, Application Title, and Status. Below the table are links for 'Copy Existing Application', 'Start a New Application' (circled in red), and 'Ask A Question'. The 'Opportunity Details' section shows '01018-FY17 Farm to School Implementation Grant'.

ID	Application Title	Status
01083	Charter School app	Editing
01086	Test Project 2	Editing

Opportunity Details: 01018-FY17 Farm to School Implementation Grant

Links: Copy Existing Application | **Start a New Application** | Ask A Question

5. Fill out the General Information form. Be sure to provide the information for the person who will be responsible for this grant application. This will be the primary point of contact for all grant related communication.
6. Click **Save** in the upper right corner to save the General Information form.

The screenshot shows the 'General Information' form. It includes fields for Primary Contact, Project Title, Authorized Official, and Organization. The 'Save' button in the top right corner is circled in red. Below the form is a 'Return to Top' link.

Instructions: This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact*: Vermont Tester2

Project Title: (limited to 250 characters)* Test Project 2

Authorized Official*: Vermont Tester2

Organization*: Vermont Agency of Agriculture, Food and Markets

Return to Top

After clicking "Save," your project will have an application number. If you need to log out and log back in you can return to your application by clicking "My Applications" in the Main Menu, or by clicking Funding Opportunities, where you will see your application in the top section. **Do not click "Start a New Application."**

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

A view will show the completed form. You have the option to click “Edit” and edit your information or select additional users to have access to help complete the application.

- Click **Go to Application Forms** to begin completing the forms designated for this funding opportunity.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

Application: 01086 - Test Project 2

Program Area: Farm to School
Funding Opportunity: 01018 - FY17 Farm to School Implementation Grant
Application Deadline: 11/01/2016

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

System ID: 01086
Project Title: Test Project 2
Primary Contact: Vermont Tester2
Additional Contacts: Vermont Tester2
Select any additional contacts within your organization that will also manage this grant
Organization: Vermont Agency of Agriculture, Food and Markets

[Go to Application Forms](#)

This view is a complete listing of all application forms that you need to complete in order to submit your application.

Application: 01086 - Test Project 2

Program Area: Farm to School
Funding Opportunity: 01018 - FY17 Farm to School Implementation Grant
Application Deadline: 11/01/2016

Instructions
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

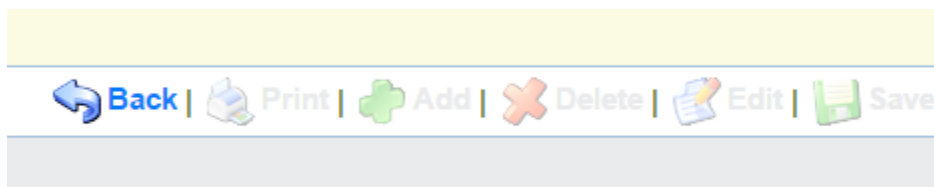
Form Name	Complete?	Last Edited
General Information	✓	09/14/2016
FTS Primary Point of Contact		
Applicant School(s) Contact Information		
Fiscal Agent		
Grant Writers		
Implementation Grant Narrative Questions - 25 points		
Cafeteria Objectives, Activities & Timeline		
Classroom Objectives, Activities & Timeline		
Community Objectives, Activities & Timeline		
School / SU Food Metrics Baseline		
FTS Budget Justification		
Other Attachments and Documentation		
Farm to School Committee Signatures		
FTS Admin Signatures		
FTS Letters of Support Upload		
FTS Application Checklist		
FTS Implementation Budget		

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

8. Continue to click on each form in the Application Forms listing.

We find it is much easier to write your essay answers in a word processor such as Microsoft Word to easily catch spelling errors and word counts and then copy and paste your answers into the forms. In the word processor, make sure to check the character count, as WebGrants counts characters rather than words (spaces included).

IMPORTANT: Use the system's Back button (see below) to navigate within the system. Do not use your browser's back button.



9. When you are finished with a form, first click **Save** and then **Mark as Complete** at the top of the page.

All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required (with an asterisk) MUST have entries and EVERY form must be "Marked as Complete" before you can submit your application. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Application: 01085 - Test Project

Program Area: Farm to School

Funding Opportunity: 01051 - FY17 Farm to School Universal Meals Grant

Application Deadline: 10/28/2016

Instructions

Enter the name, title and organizational affiliation for each individual that contributed to writing this grant application.

Click ADD+ (above), enter information and click SAVE.

Repeat as many times as necessary to include all contributing grant writers.

Contributing Grant Writers

Mark as Complete | Go to Application Forms

Name	Title	Organizational affiliation
Joe Smith	Principal	Test School
Sue Johnson	Business Manager	Test School

Last Edited By: Vermont Tester2, 09/26/2016

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

You can edit forms that have been saved. After clicking on the form's name, click "Edit" in the top right corner of the form. When finished click "Save," then "Mark as Complete." You can still edit forms that have been marked as complete. Click "Go to Application Forms" to return to the menu.

10. Submit your application.

When all forms have been marked as complete, you may return to your application page by either clicking "Go to Application Forms" or from the main menu. If everything looks good, click "Submit."

If you have missed any required fields, you will not be able to submit your application. Upon submission, you will receive a Confirmation Page confirming that your application has been submitted.

APPENDIX B: PAST GRANT EXAMPLES

Milton Elementary and Middle Schools 2013 Vermont Farm to School Implementation Grantee

Milton Elementary and Middle Schools are deeply committed to Farm to School programming. Milton was awarded a \$7,500 VAAFM Farm to School Implementation grant in 2013. Combined, the two schools have over 35 classrooms serving 1,238 preschool through eighth grade students. Thanks to their grant, Milton was able to incorporate new nutrition, cooking, and agricultural curriculum into their classrooms, participate in farm field trips, have weekly local food taste tests, and host several Wellness themed community dinners. Leading up to receiving their grant, Milton was well on their way to creating a sustainable Farm to School Program by incorporating local food items into their school food program, building a garden, and developing student and community awareness of the connections between local farms and food. Funding from their VAAFM grant allowed them to reach their goals of integrating Farm to School nutrition into regular staff training, creating hands on learning opportunities, and incorporating local food taste-tests into their classroom curriculums.

Through their Fresh Fruit and Vegetable Program, staff handed out classroom snacks 3 days a week, including info cards with facts, questions, and taste test guides for classroom activities. Students became excited about trying fruits and vegetables and clearly improved their eating behaviors. One teacher proudly reminisced, “within 5 minutes I saw a student’s face change from uncertainty and a reaction of ‘I hate kale!’ to, ‘I decided I’m going to try it’, which was possible because of the excitement and positive language from her classmates and teacher.” Farm to School curriculum was further developed through Milton’s Wellness on Wheels (WOW) cart for cooking, agriculture, composting, and nutrition lessons in the classroom.

With such a heightened awareness of their food and the food system, Milton also began composting in each classroom, creating a long term Waste Reduction program in their school. Milton students were also provided the opportunity to go on farm field trips, giving students a truly enriching experience. Students in the Family and Consumer Science classes helped harvest, mulch, weed, and transplant at MR Harvest Farm in Grand Isle, which helped them prepare for their nutrition and agriculture lessons where they discuss the importance of local food.

THIS IS NOT AN APPLICATION. ALL APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS.

**Sharon Elementary School
2009 Vermont Farm to School Implementation Grantee**

Accomplishments:

- Increased local food purchasing by 40%
- Reached 90% Local Food of All Food Purchases
- Farm Field Trips for Every Student
- Hosts Year Round School Farmers' Markets

Sharon Elementary of Orange-Windsor Supervisory Union hosts Pre-Kindergarten through 6th grade students in Sharon, Vermont. During the grant year, all of their students were able to attend a field trip to a Vermont farm. Students also prepared, carried out, and surveyed monthly local food taste tests. In the cafeteria, Sharon established several new buying contracts with local farmers. Their new farm partnerships led to a 40% increase in local food purchasing, allowing Sharon to attain 90% of all cafeteria food from local sources. Sharon also purchased a mobile salad bar and new industrial kitchen equipment to greatly expand their kitchen's capacity to quickly and efficiently process hundreds of pounds of local food.

Achieving sustainable improvements to their school's food system, Sharon Elementary is exemplary of the opportunities Vermont Farm to School Grants provide. Farm to School is an excellent way to enrich school curriculum. Sharon Elementary School teacher, Keenan Haley, said, "How do I engage ALL students in a way that is meaningful and productive? Educators are always looking for 'the topic' that will spark a student's interest, 'the topic' that will engage the student in reading, writing, math, social studies, science, art, music, PE and other disciplines. I've found that Farm to School education, along with overall health and wellness education, is THE topic.

Vermont Agency of Agriculture, Food & Markets